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Approved For Release 2000/08/03 : CIA-RDP75-00662R000200040028-9

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27 October 1952

Administrative Assistant to AD/RR

Help!

1. While fallhousecleaning our files, we suddenly came face to face with the realization that we are either missing some memoranda from way back, or Bill skipped some numbers. Would you, when you have a minute to spare, check over his old files and see if he ever did send in letters numbered 21, 49, 54, 116, and 131. We have no log record of receiving any of them.

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2. We also have no record of receiving memo number 113 which would have been written since you've been there. Was it sent?

3. And last but not least, our logs do show we received memo number 100, but it's not in our files.

4. Help!

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